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Confidential Information

DIARY NOTES

25X1

ADD/A

12 March 1953

25X1A9A

1. Met with Messrs. Wolf, Saunders, Peel, and [ ] to hear an interim report on [ ] survey of the Organization and Methods Service. The report was an excellent one which proposed to proceed with a Management Officer, a Machine Records Specialist, and Coordination and Control Staff working on Agency-wide problems with three separate groups specializing in the DD/I, DD/P, and DD/A areas; a Special Assistant to the Management Officer was also proposed. Mr. Wolf authorized the Comptroller to proceed with all of the recommendations made, except activation of the Special Assistant's position and publication or other advertisement of the new plan throughout the Agency. This is to be coordinated further with the DD/A. 25X1A9A

25X1A9A

2. Met with Mr. Wolf, Mr. Garrison, and [ ] to discuss the full time contracting officer and lawyer who are to work on the [ ] Program. No changes in previous decisions were made. However, it was clarified for all concerned that [ ] wanted these people to work on research and development contracts as opposed to production. The only real point of controversy was whether these individuals should have offices in TSS or in Procurement and Supply and the General Counsel's Office, respectively. It was decided that at least on an experimental basis they would occupy office space in TSS. 25X1A9A

25X1C4C

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4. Met with Mr. Wolf [ ] to discuss the presentation for the new building. It was agreed that old charts prepared on the basis of [ ] employees in one building would be reviewed and brought up to date so that we could be certain of being able to back up our statistics if we were asked to. A second set of charts based upon a new building to house [ ] employees, leaving [ ] to be housed in part of our present buildings, will be prepared. 25X1A9A

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5. Forwarded to the Comptroller a memorandum dated 9 March 1953 from [ ] addressed to the Comptroller, thru the DD/A, sub: [ ]

Report/Month of February, 1953." (ER-3-7913)

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6. The ADD/A advised the AD/P and the ADD/A-I&S by memoranda of the policies set forth by the Director in connection with the Agency agreement [ ] 25X1

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25X1 [redacted] and requested that they insure that actions by their offices were governed accordingly. (ER-3-7851)

7. Forwarded to the Regulations Control Staff for publication a proposed CIA Notice in connection with the "1953 Easter Seal Campaign." (ER-3-7754A)

8. The ADD/A approved of and returned to the Acting Chief, Finance Division, the accounting rendered by the Senior Agency Representative in [redacted] for the period January, 1953. (ER-3-7887) 25X1A6A

9. The ADD/A approved of a revised Table of Organization for the Techniques and Methods Division, Office of Research and Reports. However, no change in T/O or ceiling strength was required. (ER-3-7873)

10. The DD/A approved of and forwarded to TSS their request for continuation of an agreement with [redacted] and authorized payment of certain in-  
25X1A9Aences to [redacted] (ER-3-7788 - ER-3-7788A) 25X1A9A

11. The DD/A forwarded to the Director for signature a Personnel Action re-  
25X1A9Aquesting the transfer of [redacted] "position of Deputy Director of Training to that of Chief of [redacted]" 25X1A6A

12. Forwarded to the Supergrade Review Board (AD/P) a memorandum signed by the DD/A, sub: "Encumbered Supergrade Positions", referring to a memorandum dated 9 March 1953 from the Board to the Director, thru the DD/A, sub: "Recommendation of Review Board." (ER-3-7847A)